

<b>Western ROP 7: Emergency and Evacuation Plans</b>		Page 1 of 7
<b>Division of Forensic Science</b>		Amendment Designator: 0
<b>Western Laboratory Regional Operating Procedures</b>		Effective Date: July 28, 2003
<b>7 Emergency and Evacuation Plans</b>		
<b>7.1 Purpose</b>		
7.1.1	This ROP provides guidelines for building occupants to follow in the event of emergencies, such as fire, bomb threat, hazardous chemical spill or gas leak, power failure, ventilation system failure, and national or local disaster.	
<b>7.2 General Information</b>		
7.2.1	In the event of an emergency, personnel may have to make a subjective decision as to which portion(s) of the plan to implement, however, once that decision is made, the applicable procedures specified in this document should be followed.	
7.2.2	An emergency may require any or all of the following actions:	
	<ul style="list-style-type: none"> <li>• Alert all personnel in the immediate vicinity of the emergency</li> <li>• Confine the emergency if possible</li> <li>• Alert other personnel</li> <li>• Summon assistance</li> <li>• Evacuate the section or building</li> <li>• Seek shelter in designated safe areas</li> </ul>	
<b>7.3 Responsibilities</b>		
7.3.1	All Staff will:	
	<ul style="list-style-type: none"> <li>• Implement these procedures to prevent or minimize injury and limit the spread of dangerous situations</li> <li>• Be alert to potentially hazardous operations within his/her area</li> <li>• Be familiar with locations of building exits, fire alarm pull stations and fire extinguishers, eye washes, safety showers, spill kits, and first aid kits; especially those in your immediate work area (see attachment floor plan)</li> <li>• Secure evidence and equipment as time and personal safety permits</li> </ul>	
7.3.2	Laboratory Director or designee will:	
	<ul style="list-style-type: none"> <li>• Coordinate actions with the Office of the Chief Medical Examiner, Evidence Specialist Supervisor, and Facility Manager</li> <li>• Promptly advise the Division Director of emergency situations</li> <li>• Order evacuations of the building as necessary in non-fire related emergencies</li> <li>• Advise external personnel responding to an emergency of known adverse conditions in the building</li> <li>• Review, approve, and update revisions to this document on an annual basis</li> </ul>	
7.3.3	Evidence Specialists will:	
	<ul style="list-style-type: none"> <li>• Control access of the building</li> <li>• Secure property as time and personal safety permits</li> <li>• Assist in the orderly and complete evacuation of the building as appropriate</li> <li>• Ensure that the Emergency Preparedness Binder, Daily Roll Call, and Visitor's Log are removed from the building during an evacuation</li> <li>• Account for all personnel at the designated evacuation area and notify Laboratory Director</li> <li>• Assist in the annual review/update of this document</li> </ul>	

<b>Western ROP 7: Emergency and Evacuation Plans</b>		Page 2 of 7
<b>Division of Forensic Science</b>		Amendment Designator: 0
<b>Western Laboratory Regional Operating Procedures</b>		Effective Date: July 28, 2003
<p>7.3.4 Office Manager will:</p> <ul style="list-style-type: none"> <li>Update, at least annually, the Emergency Preparedness Binder to contain: <ol style="list-style-type: none"> <li>Employees' emergency contact forms</li> <li>Maps of smoke/heat/photo electric detectors, pre-action/fire alarm panels, locations of chemicals/gas tanks/ammunition, mechanical shut-off points, water hose connector and hydrants and hydrogen sensors.</li> <li>Maps of eyewashes, safety showers, exits, fire extinguishers, spill kits</li> <li>Chemical inventory list</li> <li>Emergency Preparedness/WROP7</li> </ol> </li> </ul> <p>7.3.5 Supervisors will:</p> <ul style="list-style-type: none"> <li>Ensure compliance with this document</li> <li>In the case of evacuation: <ol style="list-style-type: none"> <li>Assist in the safe exit of persons from their sections</li> <li>Close the section door after last exit, <b>DO NOT LOCK DOOR</b></li> <li>Assist admin with head count of all personnel</li> </ol> </li> </ul> <p>7.3.6 Facility Manager will:</p> <ul style="list-style-type: none"> <li>Assist laboratory staff, especially the Evidence Specialists, Laboratory Director, and emergency responders in an emergency situation</li> <li>Shut down building mechanical equipment as appropriate to the situation</li> </ul> <p><b>7.4 Evacuation of the Building</b></p> <p>7.4.1 The building will be evacuated when the fire alarm sounds and/or an order to evacuate is made by the Laboratory Director or designee.</p> <p>7.4.2 Employees will walk, not run, to the nearest exit (DO NOT USE ELEVATORS) and assemble in the front parking lot at the sign where a head count will be conducted.</p> <p>7.4.3 As time and personal safety permits, evidence will be secured, and as appropriate to the situation, gas lines and lab equipment will be shut down in accordance to posted instructions.</p> <p>7.4.4 The Laboratory Director, Evidence Specialist Supervisor or designated alternates will advise emergency responders of condition in the building.</p> <p>7.4.5 No one will re-enter building without authorization from emergency responders and/or the Laboratory Director.</p> <p><b>7.5 Fire</b></p> <p>7.5.1 If the fire is small and containable, and if time/personal safety permits, use a fire extinguisher. The extinguishers in the lab can be used on any class fire. To use the fire extinguisher:</p> <ul style="list-style-type: none"> <li>Remember <b>PASS</b> – Pull, Aim, Squeeze, and Sweep</li> <li>Stay near a door in case you need to leave the area quickly-don't get cornered</li> <li>Stay low and out of the way of heat and smoke</li> <li><b>USE GOOD JUDGEMENT and DON'T TAKE UNNECESSARY CHANCES</b></li> <li>If the fire is out, leave the area and close the door</li> </ul> <p>7.5.2 If the fire gets worse, leave the area and close the door. Pull fire alarm and evacuate. The alarm is connected to the Roanoke County Dispatch and to a master alarm box which will sound bells throughout the building. The building/security alarm system will automatically sense alarm conditions and provide notification. The Control Panel in the lobby will identify the source of the alarm for responding Fire Department personnel.</p>		

<b>Western ROP 7: Emergency and Evacuation Plans</b>		Page 3 of 7
<b>Division of Forensic Science</b>		Amendment Designator: 0
<b>Western Laboratory Regional Operating Procedures</b>		Effective Date: July 28, 2003
<p>7.5.3 DO NOT RESET THE FIRE ALARM. The Control Panel IS NOT TO BE RESET until the Fire Department personnel so authorize.</p>		
<b>7.6 Bomb Threat</b>		
<p>7.6.1 In the event of a bomb threat by phone:</p> <p>7.6.1.1 <b>Do not pull the fire alarm</b></p> <p>7.6.1.2 Keep the caller on the phone and get as much information about the bomb as possible.</p> <ul style="list-style-type: none"> <li>• Location</li> <li>• Time of projected explosion</li> <li>• Description/type of bomb</li> <li>• Reason for threat</li> </ul> <p>7.6.1.3 Note the time of the call, exact wording of the call, the phone number on which the call was received, background noises on the caller's end, and as much other information as possible.</p> <p>7.6.2 If a suspicious package or item is found, do not handle it.</p> <p>7.6.3 Immediately notify the Laboratory Director who will notify the Roanoke County Police Department and others in the building.</p> <p>7.6.4 With advice from the police, the Laboratory Director will determine if the building should be evacuated. Police will conduct a search to identify and disarm and may request lab staff to assist in identifying items foreign to their work areas.</p>		
<b>7.7 Hazardous Spills/Gas Leaks</b>		
<p>7.7.1 If a release of a hazardous material occurs, laboratory personnel shall refer, as necessary, to the following to determine and implement an appropriate response:</p> <ul style="list-style-type: none"> <li>• The corresponding Material Safety Data Sheet</li> <li>• The chemical Hygiene Plan Section 7.11, ACCIDENTS AND RELEASES</li> <li>• Safety Manual, Chemical Spill Cleanup Procedures</li> </ul> <p>7.7.2 If a minor release, the supervisor in the work area will evacuate the immediate vicinity of the spill or leak as necessary and appropriate to the situation, assign one person to prevent re-entry, and notify the Laboratory Director, who shall determine the need for further action. If the spill can be contained, use available spill kits according to directions and MSDS information.</p> <p>7.7.3 Although the laboratory generally does not utilize hazardous materials in large quantities, if it appears that a release warrants the evacuation of the entire building, the supervisor shall immediately notify the Laboratory Director, who shall determine the nature and magnitude of any further action. The Laboratory Director shall determine if the building should be evacuated.</p>		
<b>7.8 Ventilation System Failures</b>		
<p>7.8.1 In the event of a failure in the ventilation system or fume hoods used to contain hazardous or noxious materials, laboratory personnel will take the appropriate steps to minimize exposure and to minimize and/or prevent the spread of the material in the laboratory air. Such actions include:</p> <ul style="list-style-type: none"> <li>• Closing open containers of hazardous or noxious materials</li> <li>• Moving the material into an operating exhaust system</li> <li>• Turning off or removing sources of evaporative heat</li> <li>• Closing the sash of the inoperative hood</li> <li>• Evacuation of the immediate area</li> <li>• Notifying the Laboratory Director who will determine the need for further action</li> </ul>		

<b>Western ROP 7: Emergency and Evacuation Plans</b>	Page 4 of 7
<b>Division of Forensic Science</b>  <b>Western Laboratory Regional Operating Procedures</b>	Amendment Designator: 0
	Effective Date: July 28, 2003
<p><b>7.9 Power Outage</b></p> <p>7.9.1 The Laboratory Director will determine and implement the appropriate responses to power failures.</p> <p><b>7.10 National and Local Disaster</b></p> <p>7.10.1 The staff shall be guided by orders or directions of local authorities. The Laboratory Director and/or Evidence Specialist Supervisor shall monitor radio and television for additional instructions.</p> <p>7.10.2 If authorities order citizens to “shelter-in”, the Laboratory Director in conjunction with the Evidence Specialist Supervisor and Facility Manager will designate the assembly room(s) and determine available and reasonable measures to protect the safety of staff.</p>	

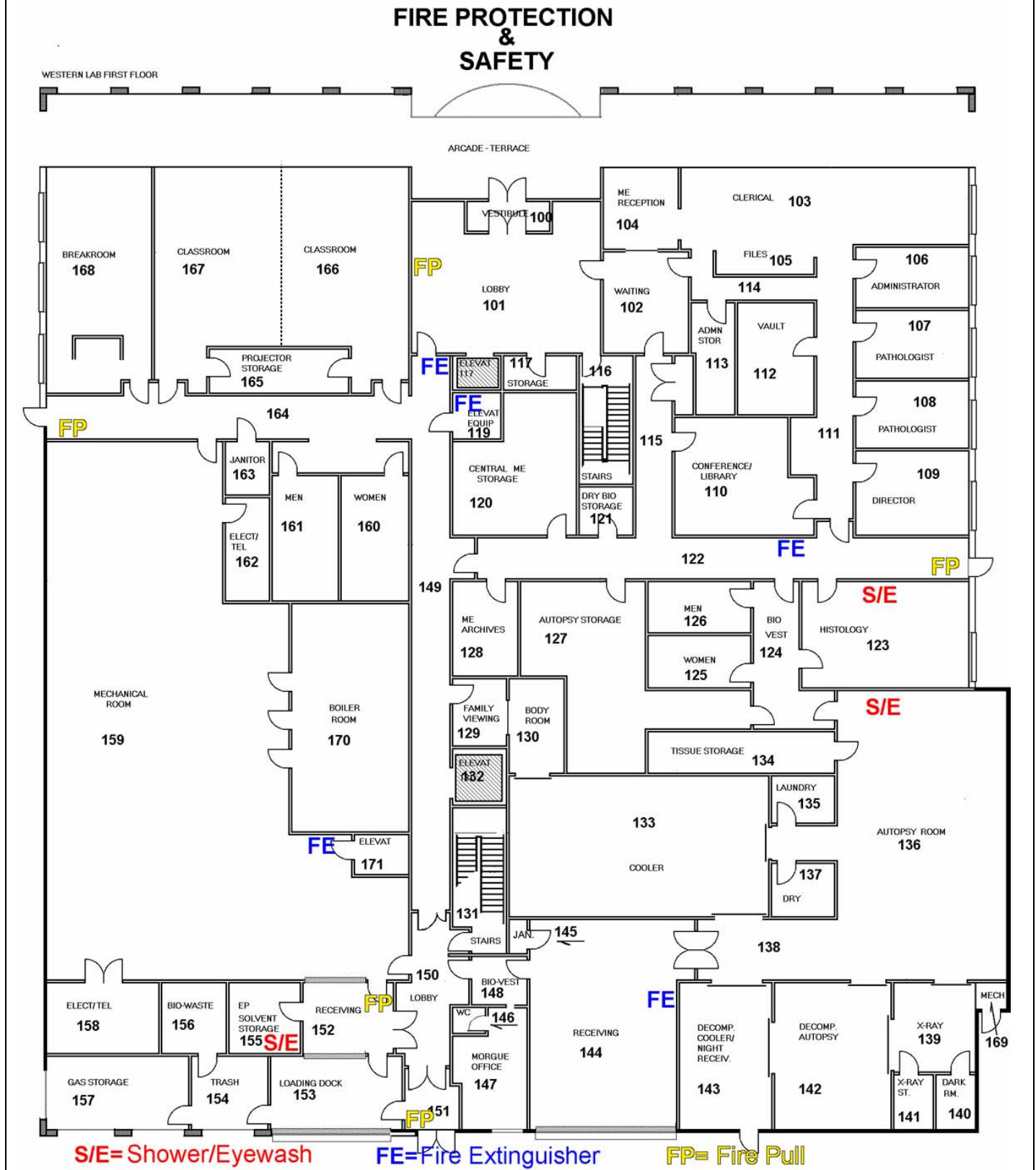
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## Western Laboratory Regional Operating Procedures

Effective Date: July 28, 2003

## Appendix 1: First Floor Fire and Safety Locations





## Division of Forensic Science

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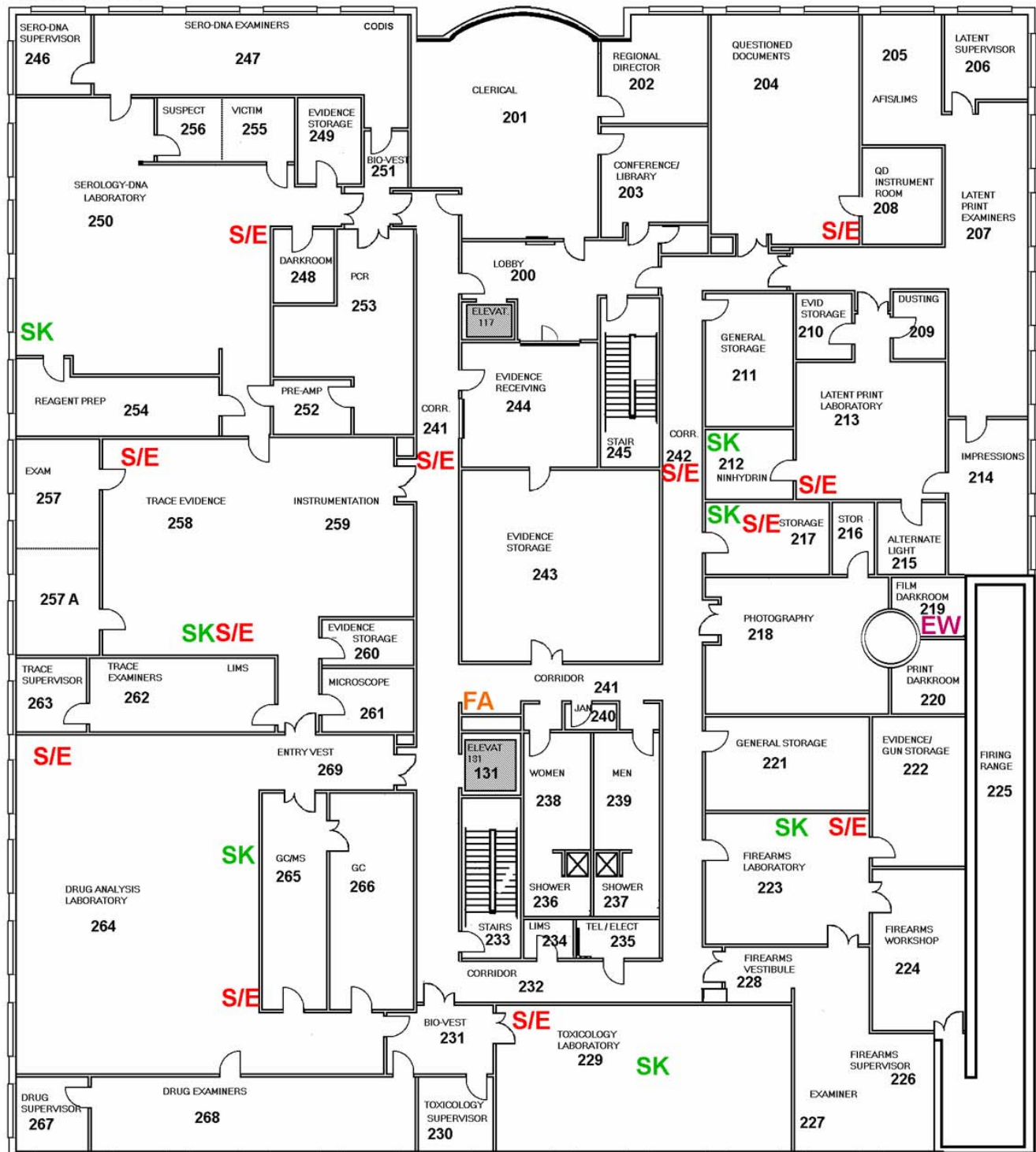
## Western Laboratory Regional Operating Procedures

Effective Date: July 28, 2003

## Appendix 3: Second Floor Safety Equipment Locations

## SAFETY

WESTERN LAB SECOND FLOOR



S/E= Shower/Eyewash EW= Eyewash ONLY SK= Spill Kit FA= First Aid Kit